

14. CORRECTIVE ACTION

Refer to DOC ID [839](#) for additional information.

STANDARD 14.1

The Washoe County Sheriff's Office (WCSO) DNA Section has developed a corrective action plan to address discrepancies and technical issues detected in proficiency tests, casework, and database analysis.

14.1.1 Authority and Accountability: it is the responsibility of the DNA Criminalists and DNA Technical Leader to acknowledge any discrepancies and report results to the Supervising Criminalist or Division Director.

14.1.2 The DNA Technical Leader has the final decision regarding any unresolved technical issues.

14.1.3 A Corrective Action Request (CAR) may be initiated depending on the severity of the discrepancy. The CAR will address the type of discrepancy, root cause (when possible) of the discrepancy, effect of the discrepancy, corrective actions taken, and preventative measures taken. For less severe discrepancies, an Incident Report workflow may be initiated; this workflow does not require a root cause analysis. Refer to the WCSO Division Quality Assurance Manual.

14.1.3.1 Non-conformities that require documentation through a CAR will be categorized as falling into one of three classes; see DOC ID [851](#) for more information on each of these classes.

14.1.4 Before resuming analysis or interpretation of casework, the individual responsible for the discrepancy/non-conformity may need to successfully complete a set of competency test samples.

STANDARD 14.2

Corrective actions shall not be implemented without the documented approval of the Technical Leader.

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